

## INSTRUCTIONS FOR INFORMATION REQUEST (FORM UCC 11)

**Please type or laser-print this form. Be sure it is completely legible. Read all instructions. Follow instructions completely. Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give legal advice.**

Do not insert anything in the open space in the upper portion of this form; it is reserved for filing office use. When properly completed, send form together with a separate, clearly marked SEARCH copy, with required fee, to the Filing Office.

- A. To assist filing office communication with requestor, the information in item A may be provided. This item is optional.
- B. Enter name and mailing address of requestor in item B. This item is REQUIRED.

- 1. Debtor Name to which this request relates: Enter only one debtor name in item 1, EITHER an organization's name (1a) or an individual's name (1b). The name entered is the name used to produce a search report. It is recommended that the search be requested against the EXACT LEGAL DEBTOR NAME. The filing office will conduct the search under the name given in either Item 1a or 1b.

**\*\*The information for 1a and 1b is offered as a guide for completing this form using the EXACT LEGAL DEBTOR NAME. There may be records on file in which the Exact Legal Debtor Name was not used. You may wish to submit a UCC11 for each possible name variation.**

- 1a. Organization Debtor: "Organization" means an entity having a legal identity separate from its owner. A partnership is an entity; a sole proprietorship is not an organization, even if it does business under a trade name. If a debtor is a partnership, enter exact full legal name of the partnership. If debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed charter documents to determine Debtor's correct name.

For both Organization and Individual Debtors: Do not use Debtor's trade name, DBA, AKA, FKA, DIVISION name, etc. in place of or combined with Debtor's legal name (i.e., DO NOT use "Simpson Motor Inc. DBA Cornelia Car City.") Search results in response to such a search request may not reveal financing statements on file that correctly use the legal name of the debtor.

- 1b. Individual Debtor: "Individual" means a natural person, this includes a sole proprietorship, whether or not operating under a trade name. Do not use prefixes (Mr., Mrs., and Ms.). Use suffix box only for title of lineage (Jr., Sr., III) and not for other suffixes or title (e.g., MD, CPA). Use married woman's personal name (Mary Smith, not Mrs. John Smith). Enter individual debtor's family name (surname) in Last Name box, first given name in First Name box, and all additional given names in Middle Name box.

Items 2 and 3. Request an item by marking the appropriate box. At least one type must be marked. All searches apply to the name in Item 1. All Searches in this Filing office are certified.

**To request a SEARCH, choose either:**

- 2a - This option results in a complete search at ANY ADDRESS. Searches include unlapsed and lapsed records.
- 3a - The search report will not be produced until the accompanying document and all other documents received on that day have been filed and can be certified.
- 3b - Limits the debtor search to a specific street address. Please indicate a complete address. This filing office does not offer searches by CITY.
- 3c - Limits the debtor search to a specific date range. Please indicate the starting and ending dates to be searched
- 3d - Limits the search to a debtor with a specific social security or federal tax number.

**To request COPIES, choose either:**

- 2b - This box must be marked in conjunction with 2a to request copies of records appearing on the Search report.
- 2c - Complete the grid for each specific record to be copied. The UCC1 file number must be referenced. There is a limit of 10 file numbers per UCC11.

- 4. Requests will be returned by mail to the party indicated in Item B, unless otherwise requested.

Please enclose the appropriate fees. If the exact amount is not known, you may enclose either a blank check payable to the filing office or a check with the notation "Not to exceed \$\_\_\_\_" (usually \$35.00 is sufficient). Once the exact fees have been determined, the filing officer will complete the check for the correct amount. A detailed billing sheet will be returned with the requested information.

Search fee        \$10.00

Copy fees        \$ 1.00 for first page of record + \$ .50 for each additional page of record

**INFORMATION REQUEST****FOLLOW INSTRUCTIONS (front and back) CAREFULLY**

A. NAME & PHONE OF CONTACT	FILING OFFICE ACCT #
B. RETURN TO: (Name and Address)	
[ ]	
[ ]	

THIS SPACE FOR FILING OFFICER USE ONLY

**1. DEBTOR NAME** to which this request relates – insert only one debtor name (1a or 1b) – do not abbreviate or combine names

1a. ORGANIZATION NAME			
1b. INDIVIDUAL LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX

**2. INFORMATION OPTIONS** RELATING TO UCC FILINGS AND OTHER NOTICES FILED IN FILING OFFICE THAT INCLUDE AS A DEBTOR THE NAME IDENTIFIED IN ITEM 1**2a. SEARCH RESPONSE** ☒ **CERTIFIED** (Searches requested in California are certified)Mark ALL to request a search: ☐ **ALL** (Check this box to request a response that is complete, including filings that have lapsed). ☐ **UNLAPSED** (not available in California)**2b. COPY REQUEST** ☐ **CERTIFIED (Optional)**Select One of the Following: ☐ **ALL** ☐ **UNLAPSED****2c. SPECIFIED COPIES ONLY** ☐ **CERTIFIED (Optional)**

Record Number	# of copies	Date Record Filed	Type of Record and additional identifying information

**3. CALIFORNIA SECRETARY OF STATE'S OFFICE OFFERS THESE ADDITIONAL SEARCHING OPTIONS - (Please see instructions):****3a.** ☐ **SEARCH TO REFLECT** – Please run the search after the filing document accompanying this request has been filed.**3b.** ☐ **SEARCH LIMITED TO THE FOLLOWING SPECIFIC ADDRESS:** \_\_\_\_\_**3c.** ☐ **SEARCH LIMITED TO A SPECIFIC DATE RANGE FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_**3d.** ☐ **SEARCH LIMITED TO THE FOLLOWING SOCIAL SECURITY OR FEDERAL TAX NUMBER:** \_\_\_\_\_**4. DELIVERY INSTRUCTIONS****4a.** ☐ **Pick Up** (Only if request was originally delivered to our Public Counter)**4b.** ☐ **Other:** \_\_\_\_\_  
Specify desired method; Completed **prepaid** airbill and packaging must accompany this request, if applicable.